

## MGMT 4800 – Human Resource Qualifications for Credit

For MGMT4800 to qualify as an Human Resource internship, it must include tasks and duties that are clearly human resources management in nature. In general, these are activities relating to employees including recruiting and hiring of new employees, orientation and training and development of employees, employee benefits and compensation, employee performance management, and employee retention. Ideally, the internship would be in an organization that has an Human Resource department or division and would be supervised by a manager from that division. Some smaller organizations may not have a department or division dedicated solely to these functions; however, most organizations, even small ones, have at least a person undertaking the Human Resource duties and activities. When that is the case, the intern should be supervised by that person and the internship duties should be specific Human Resource activities.

The following list describes examples of the duties that would qualify for this internship:

- Development of employee relations plan
- HR system audits
- Assisting with recruitment process (post open positions, conduct phone screens, and schedule interviews)
- Facilitates the new hire process
- Process paperwork for terminations
- Maintains Personnel files
- Assisting with Hourly recruiting
- Assisting with Leaves of Absences
- Assisting with investigations
- Responding to employee requests/concerns

This is not an exhaustive list, but is provided to be representative of the types of activities that qualify for an internship in Human Resources in the department of Management. This does not imply that your internship must include all of these activities. They provided to differentiate what a Human Resource Internship would include relative to an internship in ether general management or supply chain/operations management.

A description of the internship is required with the course application and must be approved by the appropriate advisor based on this description to qualify for the Human Resource Specialization.